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9 April 1959

MEMORANDUM FOR: Chief, Salary and Wage Division, Office of Personnel

THROUGH : Director of Personnel

SUBJECT : Statistical Data - Administrative Officer Position, S 32

25X1A9a 1. Upon the verbal request of Mr. [redacted] of your division, the statistical information concerning the Administrative Officer Position S 32, is forwarded.

2. It should be pointed out that the statistical material requested covers approximately 60% of the time and duties performed by the incumbent in Position S 32. The Medical Staff has accordingly recorded the additional technical functions and responsibilities in the attachment.

25X1A9a

[redacted] JR., M.D.
Acting Chief, Medical Staff

Attachment:
As stated above

25X1A9a MS/SD/[redacted] jv

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DOC 1 REV DATE 14 04 81 BY 029725
ORIG COMP 39 TYPE 01
ORIG CLASS 5 PAGES REV CLASS C
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HEADQUARTERS JOBS

[redacted] FOIAb3b

Projects . . . . . .None

[redacted] 25X1A1a

Allotment Accounts 1
Sub-Allotments 0
Certifying Authority . . . . . Yes 25X1A1a

[redacted]

*Accountability: Yes; all medical supplies and equipment used by headquarters Medical Staff.

Extent of development of property and supply requirements: The Administrative Officer is responsible for development and approval of medical supply and equipment requirements for DD/S, DD/I and DD/P.

Responsibility for space, size, number of buildings, including the dispensary and offices in Central Building; the offices in J Building, the medical facility at the Washington Depot and 13 health rooms; the total space is 17,311 square feet or 71 separate offices, treatment rooms, health rooms, X-ray rooms, laboratories, etc., at headquarters.

*Responsibility for shipping channels: Number. 25X1X4

[redacted]

*Responsibility for real estate: None.

*Responsibility for shipment of personal effects: None.

*General Administration - Functions performed:

Records Management - variety and quantity of records: Responsible for all medical records, both administrative and health records, which includes narcotics records, reference materials, reports, etc., covering 112 categories and requiring 900.7 cubic feet. This does not include technical responsibility for temporarily and permanently retired records at the Records Center.

Development of procedures and regulations - number and type: Responsible for all the issuance procedures and regulations in the Medical Staff and reviews, comments, and recommends approval of all Agency regulations referred to Medical Staff for co[redacted]

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Staff Studies on ineffectiveness, duplication, paper flow, etc. Conducts studies within Medical Staff (all divisions) and studies of procedures and channels of all other Agency components and other Government departments and agencies where Medical Staff is involved.

Security responsibility - extent: Responsible for all headquarters Medical Staff areas.

*Training: Training Liaison - None.

Conduct of technical training - number and types of training: Responsible for medical support training which includes: Budget, Personnel, Logistics, Planning, and other aspects of medical administration.

Covert operational training - number trained and types of training: None.

*See attachments.

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